



City of Hampton

October 24, 2003

MEMORANDUM

TO: All Departments
FROM: Dianne R. Foster, Director of Human Resources
SUBJECT: 2004 Holiday Schedule

The following listed holidays will be observed by the City of Hampton employees in the calendar year 2004:

<u>Holidays</u>	<u>Dates City Offices Closed</u>
New Year's Day	Thursday, January 1, 2004
Martin Luther King, Jr. Day	Monday, January 19, 2004
President's Day	Monday, February 16, 2004
Memorial Day	Monday, May 31, 2004
Independence Day	Observe Monday, July 5, 2004 Actual Sunday, July 4, 2004
Labor Day	Monday, September 6, 2004
Veteran's Day	Thursday, November 11, 2004
Thanksgiving Day	Thursday, November 25, 2004
Christmas Day	Observe Friday, December 24, 2004 Actual Saturday, December 25, 2004
Employee's Birthday	Date of Employee's Birth (May be taken on another regular work day during the 2004 calendar year with management approval)

Personnel designated by their Department Heads who work in operations which must be continuously maintained regardless of holidays, shall observe the actual legal holidays for pay purposes.

DEPARTMENT OF HUMAN RESOURCES
22 LINCOLN STREET, HAMPTON, VIRGINIA 23669-3522

"All America City"